

CAREER OPPORTUNITIES WITH CIVIL SERVICE

**ROME CIVIL SERVICE
ANNOUNCES**

PROMOTIONAL EXAMINATION

for

FIRE CAPTAIN #72210

ROME, NEW YORK 13440

Exam Date:	June 15, 2013
Last Filing Date:	May 1, 2013
2010 Salary:	\$66,498.00 per year

APPLICATION AND FEE:

A **TWENTY-FIVE** dollars (\$25.00) non-refundable fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment must be made by **check or money order**, payable to Rome Civil Service Commission. Please write both your name and number of the exam on the check or money order.

If your application is disapproved, the fee will **NOT** be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Applications postmarked after the last date of filing will be returned to the applicant with his/her application fee.

RETURNED CHECK POLICY:

Applicants whose personal checks are returned for insufficient funds will be notified by the City Treasurer's Office. A returned check fee of \$20.00 will be added to the returned check amount. The total amount must be paid in **CASH** or with a **MONEY ORDER** in the **City of Rome Treasurer's Office**, Rome City Hall, First Floor, Rome, NY 13440

The Eligible List resulting from this examination will be used to fill vacancies which may occur

USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM

RESIDENCY:

No residency requirement for a promotional examination.

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PROMOTIONAL QUALIFICATION: On or before the date of the examination, candidates must be permanently employed in the competitive class in the Rome Fire Department, and must have served on a permanent basis for twenty-four (24) months as a Fire Lieutenant.

GENERAL STATEMENT OF DUTIES: Has responsible charge of a fire company; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are charged with the responsibility of directing the work of the company at fires and in the station. In the absence of superior officers at the scene of a fire, a high degree of responsibility for the protection of lives and property is involved. Immediate supervision is exercised over fire lieutenants and fire fighters.

EXAMPLES OF WORK: (Illustrative only)

- Directs the work of fire fighters at scenes of fire and in station;
- Assigns fire fighters to lay out and connect hose lines and nozzles, direct hose streams, raise ladders, and ventilate buildings;
- Supervises and assists in salvage operations during and immediately following a fire;
- Inspects property at scene of fire to prevent re-ignition;
- Directs ventilating, and other work common to fire fighting;
- Supervises the cleaning, checking and replacement of tools and equipment after a fire;
- Inspects equipment, grounds, and station to insure proper order and condition;
- Inspects buildings for fire hazards;
- Maintains discipline;
- Makes daily report of personnel and activities;
- Supervises the maintenance and repair of all hose, nozzles, hydrant gates, fire extinguishers, life net, inhalators and other equipment;
- Supervises the training and drilling of subordinates.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern fire fighting and prevention methods;
- Thorough knowledge of the city's building code and fire prevention laws and ordinances;
- Thorough knowledge of the rules and regulations of the department through knowledge of the use and maintenance of fire fighting equipment;
- Thorough knowledge of the geography of the city;
- Thorough knowledge of first aid methods;
- Ability to plan and supervise work of subordinates and to maintain discipline;
- Ability to recognize fire hazards;
- Resourcefulness and good judgment;
- Good physical condition.

SUBJECT OF EXAMINATION:

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

- 1. *Administrative supervision:*** These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.
- 2. *Fire prevention:*** These questions test for a knowledge of fire prevention methods, principles, practices, and equipment. The questions cover such areas as the following: alarm systems; automatic smoke/fire detectors; automatic sprinklers; standpipes; dealing with building owners and managers; fire hazards; fire prevention education; and inspection of buildings.
- 3. *Firefighting practices and equipment:*** These questions test for a knowledge of firefighting methods, principles, practices, and equipment. The questions cover such areas as the following: aspects of the Incident Management System; building materials and construction types; direction of subordinate firefighters; fire cause and origin; building inspections; extinguishing agents and application procedures; fire behavior characteristics; fire suppression; hand and power tools; hazardous materials; weapons of mass destruction; hoses, nozzles, and water streams; ladders and elevating platforms; self-contained breathing apparatus (SCBA); fire scene size-up; and ventilation.
- 4. *Preparing written material:*** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
- 5. *Principles and practices of staff development and training:*** These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs, instructional design, training methods and techniques, training aids and materials, motivation, learning theory, classroom management, and the evaluation of learning outcomes.
- 6. *Rescue techniques and basic emergency medical response:*** These questions test for a knowledge of rescue techniques and basic emergency medical treatment. You will be presented with brief descriptions of various fire, rescue, and personal injury and illness situations. Each situation will be followed by one or more questions that cover such areas as the following: triage; bleeding; broken bones; burns; respiratory failure; cardiac failure; rescue-related tools; knot tying; rescue and associated EMS equipment.

This written examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

www.cs.ny.gov/testing/localtestguides.cfm

SENIORITY CREDIT:

(.4) points will be added to a passing score for each year of continuous permanent competitive class service in the jurisdiction in which promotion is sought, up to a maximum of twenty (20) years (8.0 points). Such service must continue to the date of appointment.

SPECIAL CREDIT for CHILDREN of FIREFIGHTERS and POLICE OFFICERS KILLED in the LINE of DUTY:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit will be added after the eligibility list has been established.

APPLICATIONS:

Unless otherwise indicated on this announcement, the candidate will complete one "Application of Employment" form for each examination he/she wishes to take. ***NO COPIES WILL BE ACCEPTED.*** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. ***INCOMPLETE APPLICATIONS MAY BE DISAPPROVED.*** All applications shall be filed with Rome Civil Service Office. This office reserves the right to reject all applications received after the last filing date.

ADDRESS CHANGE: It is the responsibility of the candidate to notify the Rome Civil Service Office, City Hall, Rome, NY 13440, ***in writing***, of any change in name or address. Failure to notify this office of a change of address may result in disqualification for examination or appointment. No attempt will be made to locate candidates who have moved.

ADMISSION NOTICE: Approved candidates will be notified in writing when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. If an applicant is disapproved, he/she will also be notified in writing.

IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE (3) DAYS BEFORE THE DATE OF THE EXAMINATION, NOTIFY THIS OFFICE IMMEDIATELY AT 315-339-7609

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than two (2) weeks preceding the exam date. A determination will be made if you will be scheduled for an alternate test date

COLLEGE DEGREE / CREDITS: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this office for a list of acceptable companies providing this service; you must pay the required evaluation fee.

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CROSSFILING: If you applied for any other Civil Service examinations to be given on the same test day for employment with New York State or any other local governmental jurisdiction excluding New York City, you must make arrangements to **take all of the examinations at one site.**

If you have applied for both **State** and **local** government examinations, you must make arrangements to take all your examinations at the State Examination Center by calling (518) 457-7022, no later than two weeks before the test date.

If you have applied for **other** local government examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

DISABLED PERSONS: Candidates who require special accommodations to take the test should indicate the need for special arrangements on their application, as well as verbally informing the Civil Service personnel of any special needs or accommodations that may be required to take the examination.

ELIGIBLE LISTS: Appointments from an Eligible List must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.

EMERGENCIES: If an emergency prevents you from appearing for the examination, please notify this office ***NO LATER THAN 10:00 a.m., on the Monday following the test date (Tuesday if Monday is a holiday),*** providing verifiable documentation of the reason.

WEATHER EMERGENCIES: In case of adverse weather conditions, any delay or cancellation of the examination will be available to you by calling the ***Rome Police Department at 339-7780,*** between ***6:00 AM and 8:00 AM*** on the date of the examination.

MILITARY SERVICE MEMBERS: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact Rome Civil Service Office, Rome City Hall, Rome, NY 13440, for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination **up to ten days before the test date.**

Candidates who are ***called to military service after filing an application*** should send requests for an alternate test date to Rome Civil Service, City Hall, Rome, NY 13440, as soon as possible before the test date.

RELIGIOUS ACCOMMODATIONS: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under Religious Accommodation. We will make arrangements for you to take the test on a different date (usually the Monday following the Saturday exam date).

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an ***Application for Veteran's Credits*** with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Veteran's credits can only be added to a passing score on the examination. Applications for veteran's credits are available from this office.

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Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit for examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit will be granted after the establishment of the eligible list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

Application forms may be obtained at Rome Civil Service Office OR by sending a stamped, self-addressed legal size envelope to the address below:

***Rome Civil Service Office
Rome City Hall
Room 2B
198 North Washington Street
Rome, NY 13440
(315) 339-7609 OR (315) 339-7662
Monday – Friday 8:30 AM to 4:30 PM
www.rome-ny.gov***

Applications received or postmarked after the filing deadline will not be accepted. The applicant should make sure **EVERY** question on the application is answered, and that the application is complete in all respects. All statements made by candidates in their application are subject to verification.

Rome Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay. Applications which are delivered in person to the Rome Civil Service Office, Rome City Hall, Rome, NY 13440, will be accepted only between the hours of 8:30 AM and 4:30 PM / Monday through Friday. Candidates will be notified by mail of the acceptance or rejection of their application(s) after the filing date. A separate application must be submitted for each separately numbered examination for which the candidate wishes to apply.

FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, DISABILITY OR NATIONAL ORIGIN.

~ THE CITY OF ROME IS AN EQUAL OPPORTUNITY EMPLOYER ~

Issue Date: 04-2-13

Prepared by Dawn Andrews

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